

**ATTORNEY ADMISSION
APPLICATION**



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**



ATTORNEY ADMISSION - GENERAL INFORMATION

Applicable Local Rules: The rules governing general admission to practice are set forth in Chapter Two of the Local Rules of the Middle District of Florida. A copy of the Local Rules is provided free of charge to newly admitted attorneys. Additional copies may be downloaded from the Middle District of Florida's internet site, www.flmd.uscourts.gov, and are also available at the intake areas of each of the divisional Clerk's Offices for a nominal fee.

Requirements for Admission: Local Rule 2.01(b) requires that each applicant:

1. be a member in good standing of The Florida Bar; and
2. submit a completed Attorney Admission Application (attached) along with either an original or certified copy of:
 - a. a certificate (attached) from two members in good standing of the bar of this Court attesting that you are of good moral character and are otherwise competent and eligible for general admission to practice, signed and dated within 90 days of the application for admission to the Middle District of Florida; or
 - b. a certificate of good standing from either the Northern or Southern District of Florida, dated within 90 days of the application for admission to the Middle District of Florida. (This certificate of good standing form can be obtained from the respective district of which you are a member.)

Determining Where to File Your Application: The Court requires that you personally attend an attorney admission ceremony in order to be admitted to practice before this Court. Once you have been admitted to practice, you may appear and be heard in any matter, in any division of this Court.

Filing Application for Admission: Mail or deliver your application form, with accompanying certificate(s), to the Clerk's Office at which you plan to attend the required admission ceremony. Addresses of the individual Clerk's Office are:

Jacksonville

United States District Court
300 N. Hogan Street, Suite 9-150
Jacksonville, FL 32202

Attn: Attorney Admissions Clerk

Orlando

George C. Young US Courthouse and Federal
Building
United States District Court
80 North Hughey Avenue
Orlando, FL 32801

Attn: Attorney Admissions Clerk

Tampa

Sam M. Gibbons US Courthouse
United States District Court
801 North Florida Avenue
Tampa, FL 33602

Attn: Attorney Admissions Clerk

Ocala

Golden-Collum Memorial Federal Building and
US Courthouse
United States District Court
207 N.W. Second St., Suite 337
Ocala, FL 34475-6666

Attn: Attorney Admissions Clerk

Ft. Myers
US Courthouse and Federal Building
United States District Court
2110 First St. - Rm 2-194
Fort Myers, FL 33901

Attn: Attorney Admissions Clerk

Scheduling Admission Ceremonies: Each division holds attorney admission ceremonies several times throughout the year. The attorney admission clerk will notify you in writing of the date and time of your admission ceremony. You may call the attorney admission clerk and reschedule your admission date for the next ceremony, providing you do so at least five (5) days prior to the originally scheduled ceremony date. **Please note that weapons, cellular phones, or recording devices are not permitted in the Courthouse.**

Unless you reschedule your admission ceremony date with the attorney admission clerk, you must personally attend the ceremony on the date scheduled or the Court will strike your application and you will be required to resubmit your application.

Attorney Admission Fee: Attorneys admitted to practice in the United States District Court for the Middle District of Florida under the conditions prescribed in Rule 2.01, Local Rules of the United States District Court for the Middle District of Florida, are required to pay to the Clerk an admission fee of \$165.00. The admission fee of \$165.00 is due at the time you appear for the admission ceremony. The Clerk's Office cannot accept the admission fee until you attend an admission ceremony and are sworn in. Please make the check payable to "Clerk, U. S. District Court." **DO NOT** mail your \$165.00 fee at the time you mail your Attorney Admission Application.

Attorney Annual Renewal Fee: Attorneys admitted to practice in the United States District Court for the Middle District of Florida under the conditions prescribed in Rule 2.01, Local Rules of the United States District Court for the Middle District of Florida, are required to pay to the Clerk an annual renewal fee of \$10.00. The annual renewal fee of \$10.00 is due by the last business day in June each year, however, persons admitted during the first six months of any given year shall not be required to renew their membership until June of the succeeding year. Each year, prior to the last business day in June, the Clerk will send a notice and annual renewal form to each attorney admitted to practice in this Court. A blank annual renewal form will also be available at the Court's internet site at www.flmd.uscourts.gov. Payments must be mailed with a renewal form for each attorney, to the address listed on the form. Payment should be in U.S. currency and the check drawn on a U.S. bank. Checks should be made payable to "Clerk, U.S. District Court." Failure to submit the completed form and renewal fee will result in the removal of your name from the roll of attorneys authorized to practice in this Court. **DO NOT** mail or bring your \$10.00 annual renewal fee or annual renewal form to the Courthouse. All forms and fees must be submitted in accordance with the instructions provided on the annual renewal form.

Case Management / Electronic Case Filing (CM/ECF): To obtain a login and password necessary to participate in the Middle District of Florida's Case Management/Electronic Case Filing (CM/ECF) system, please check our web page at www.flmd.uscourts.gov.

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

ATTORNEY ADMISSION APPLICATION

Pursuant to Local Rule 2.01(b), I am applying for general admission to practice before the Bar of the United States District Court for the Middle District of Florida. I CERTIFY that the following information is correct:

1. Name: _____

2. I am presently a member in good standing of The Florida Bar.

Date of admission: _____ Florida Bar Number: _____

3. Education History and Date of Graduation:

a. College: _____ Date: _____

b. Legal: _____ Date: _____

4. I am presently admitted and in good standing with the following other federal and/or state courts (please include date(s) of admission).

a. Federal: _____

b. State: _____

5. Firm or Business Affiliation:

Firm/Business Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

6. Residence Address: _____

City, State, Zip Code: _____

Telephone: _____

7. I have read and am familiar with the Federal Rules of Evidence, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of the Middle District of Florida.

Date: _____

Signature

Entered into Computer _____ Date Admitted: _____

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

**CERTIFICATE IN SUPPORT OF AN APPLICATION
FOR GENERAL ADMISSION TO PRACTICE**

Pursuant to Local Rule 2.01(b), I certify that I am a member in good standing of The Florida Bar, and the Bar of this Court, and that:

1. I am personally acquainted with applicant _____
2. I know that he/she is of good moral character and is otherwise competent and eligible for general admission to practice in this Court.

Date

Sponsor's Signature

Sponsor's Name:

Sponsor's Address:

Sponsor's Telephone Number:

Sponsor's E-mail Address:

Sponsor's Florida Bar ID Number:

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

**CERTIFICATE IN SUPPORT OF AN APPLICATION
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Pursuant to Local Rule 2.01(b), I certify that I am a member in good standing of The Florida Bar, and the Bar of this Court, and that:

1. I am personally acquainted with applicant _____
2. I know that he/she is of good moral character and is otherwise competent and eligible for general admission to practice in this Court.

Date

Sponsor's Signature

Sponsor's Name:

Sponsor's Address:

Sponsor's Telephone Number:

Sponsor's E-Mail Address:

Sponsor's Florida Bar ID Number:

ECF ATTORNEY REGISTRATION FORM

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. A registered attorney or any other authorized participant will be permitted to electronically submit a document and to view and retrieve an electronic docket sheet and a document for a case.

"*" denotes a required field

Personal Information

First Name*

Middle Name

Last Name*

Bar Number*

Bar State*

Phone Number*

Fax Number

Primary E-mail*

Your login and password will be sent to the e-mail address entered above. You must enter a valid e-mail address in order to obtain an ECF login.

Additional E-mail

If you would like a notice sent to another e-mail address, in addition to your primary e-mail address, please enter it in the field above.

E-mail Format

HTML - Recommended for most e-mail clients

Plain Text - Recommended for cc:Mail, Groupwise, and older e-mail clients which can't process HTML e-mail

Current Login

If you already have an ECF login with another Court, please enter it in the field above. The same login, if available, will be assigned to you for the Middle District of Florida.

Firm Information - Mailing Address

Firm Name*

P.O. Box*

Street*

Suite #

City*

State*

Zip + 4*

By submitting this registration form, the undersigned agrees to the following:

1. Case Management/Electronic Case Filing [CM/ECF] is for electronic filing in the United States District Court for the Middle District of Florida.
2. An attorney will be assigned a login and password by the Clerk. Each attorney desiring to file a pleading or other paper electronically must complete and sign an attorney registration form. An attorney must protect and secure the password issued by the Clerk. If there is any reason to suspect the password has been compromised in any way, it is the duty of the attorney to immediately change the password.
3. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record, or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
4. By signing this registration form, **the undersigned consents to receive notice electronically**, and waives the right to receive notice by personal service or first class mail of any document filed electronically pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a complaint and summons. This registration form does not constitute consent to electronic service of a document that is not filed with the Court (such as a Rule 26 disclosure or a discovery request), but consent to electronic service of such paper may be given separately, in writing, in accordance with Federal Rule of Civil Procedure 5(b)(2)(D).
5. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records (PACER) Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to a case file occurs through PACER. A PACER login is required, in addition to the login and password issued by the Court for electronic filing. A person can register for PACER through the PACER website: <http://pacer.psc.uscourts.gov>.

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6. By this registration, the undersigned has read and agrees to abide by the Administrative Procedures for Electronic Filing in Civil and Criminal Cases, the Attorney User's Manual developed by the clerk's office, and any changes or additions that may be made thereto.

Date

s/_____
Attorney/Participant Signature